

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency STATE	3a. Position Number 312201-X (See below)
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No (Position numbers: 100044, 100048, 100059, 100062, 100240, 100521, 100689, 100690, 100742, 100743, 100744, 100745)

4. Reason for Submission

☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

☐ b. New Position _____

☒ c. Other (explain) _____ Position currently not classified (Post CAJE)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	DRIVER 10150-3	FSN-3		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office / Section Motor Pool Section	a. First Subdivision Management
b. Second Subdivision General Services Office	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. Basic Function of Position

Drives Embassy personnel to and from official meetings and events in both armored and unarmored vehicles. Performs AM and PM home-to-office/office-to-home shuttles to different zones in Guatemala City. Performs special shifts as Duty Driver that includes responding to emergency calls after hours, weekends and holidays. Delivers correspondence of the various sections subscribed through ICASS to Motor Pool Services. Performs in-country travel driving to various regions of Guatemala. Dispenses gasoline at the Chancery's fuel pump.

14. Major Duties and Responsibilities**100 % of Time****80%**

Driving: The driver provides passengers with assistance entering and exiting vehicles and helps with any luggage. The employee follows relevant safety regulations and Guatemalan laws governing vehicle operation and ensures that passengers follow safety regulations. The driver performs official errands for customers such as delivering or picking up documents, mail and packages and picks up passengers at prearranged locations. S/he communicates with dispatchers by radio, or telephone to exchange information and receive requests for passenger service. Picks up or meets customers according to requests, appointments, or schedules. Collects and signs shuttle vouchers from passengers as necessary. S/he demonstrates a calm, rational behavior and attitude under stressful driving conditions. The driver also completes accident reports when necessary.

20%

Vehicle Maintenance: The driver completes a daily vehicle inspection report each time a vehicle is driven. The employee performs routine vehicle maintenance, such as regulating tire pressure and adding gasoline, oil, and water, tests vehicle equipment, such as lights, brakes, horns, or windshield wipers, to ensure proper operation and notifies dispatcher of vehicle problems. The employee vacuums and cleans interiors and washes and polishes exteriors of automobiles and other duties as assigned.

15. Qualifications Required For Effective Performance**a. Education**

A minimum of sixth grade of elementary school is required.

b. Prior Work Experience

Three years professional driving is required.

c. Post Entry Training

Safe driving skills, Smith's System of Defensive Driving, SHEM Motor Vehicle Safety Program guidelines, customer service, first aid basic training and the LE Staff Handbook

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English: Level 1 (Rudimentary knowledge) – Reading, Writing and Speaking

Spanish: Level 3 (Fluent) – Reading, Writing and Speaking

Language proficiency will be tested.

e. Job Knowledge

Must be familiar with addresses and driving directions in Guatemala City, Mixco, Antigua, Villa Nueva and surrounding areas. Must be familiar with the road and highway network as well as alternate routes to main cities in Guatemala. Must be familiar with road signs, local laws and regulations of the "*Reglamento de Tránsito de la República de Guatemala*." Must use the techniques taught in the Smith's System of Defensive Driving (post entry training).

f. Skills and Abilities

Must be able to drive safely and to comply with Department of State (DOS) Motor Vehicle guidelines and with Guatemalan vehicle traffic laws. Must have good communication and customer service skills with customers, co-workers and supervisors. Able to follow and execute instructions. Must pass a physical exam administered by the Health Unit upon hiring and/or upon request. Must be able to operate radio equipment and cell phones. Having both a valid type "A" driver's license and a safe driving record are required. Able to work different shifts and to adapt to changing work schedules.



16. Position element

- a. Supervision Received
The Driver is supervised by the Motor Pool Supervisor, the Motor Pool Dispatcher and Back-up Dispatcher.
- b. Supervision Exercised
None
- c. Available Guidelines
DOS FAM, HR LE Staff Handbook, and the “*Reglamento de Tránsito de la República de Guatemala*.”
- d. Exercise of Judgment
The driver must use his/her judgment daily to determine the safest and most efficient route to transport motor pool users.
- e. Authority to make Commitments
None
- f. Nature, Level, and Purpose of Contacts
The Driver will speak daily with customers and with Motor Pool Dispatcher and Motor Pool Supervisor.
- g. Time expected to Reach Full Performance Level
Three months